

file NARS

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

NAR 5440.1
December 17, 1979

GSA ORDER

SUBJECT: NARS Organization

1. Purpose. This order announces a change in the branch structure of the Records Declassification Division, Office of the National Archives.
2. Changes in organization. Effective immediately, the following changes are made:
 - a. The title of the Archives Review Branch is changed to the Military Archives Review Branch, and its functional statements are updated as shown on the attachment.
 - b. The title of the General Archives Division is changed to the Civil Archives Review Branch, and its functional statements are updated as shown on the attachment.
 - c. A Special Review and Control Branch is established to carry out the functions shown on the attachment.
3. Implementing actions. The attached functional statements shall be included in the basic NARS order on NARS organizations below the division level, as prescribed by GSA Order AIM 5440.171.

James E. O'Neill

JAMES E. O'NEILL
Acting Archivist
of the United States

1. Records Declassification Division functions.

a. Directs the systematic review for declassification of national security classified information in accordance with the provisions of Executive Order 12065 of 1978, National Security Information, and the implementing Information Security Oversight Office (ISOO) directives.

b. Furnishes technical guidance and assistance to Federal agencies in the development and maintenance of systematic review guidelines and conducts appropriate training for NARS and other agency personnel.

c. Disseminates systematic review guidelines within NARS and informs Federal agencies and the ISOO on dissemination to other agencies.

d. Establishes and maintains information on all national security classified information in permanently valuable records which require protection beyond 20 years; and provides annually to the responsible agency heads information regarding the status of withheld material under their jurisdiction. Provides statistical information required by ISOO on the systematic review program in NARS.

e. Furnishes technical guidance and assistance to other NARS offices and units engaged in declassification review. Assists other archival and manuscript repositories requesting declassification review action.

f. Furnishes technical assistance and guidance to members of the public requesting access to security-classified information not in the custody of NARS or withheld at the direction of an agency head.

2. Records Declassification Division branch structure.

a. Military Archives Review Branch. Performs the functions listed below for all military records accessioned into the National Archives:

(1) Plans and conducts systematic survey-analysis and review of record groups and series containing national security classified documents and determines appropriate declassification action in accordance with Executive Order 12065, the implementing ISOO directives, and the systematic review guidelines of the responsible agencies.

(2) Withdraws and segregates all materials determined to require continued national security protection as directed by heads of Federal agencies.

(3) Maintains liaison and coordinates programs for systematic review with representatives of other Federal agencies assigned to assist NARS.

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(4) Plans and coordinates procedures for handling mandatory review requests of records not yet reviewed in accordance with Executive Order 12065, the implementing ISOO directives, and the regulations of GSA and NARS.

(5) Studies, plans, and coordinates interagency efforts to review selected security classified files not yet covered by agency promulgated guidelines.

b. Civil Archives Review Branch. Performs the functions described in (1) thru (5) above, for all civil records accessioned into the National Archives.

c. Special Review and Control Branch. Performs the functions described below for all Federal records accessioned into the National Archives of the United States or donated historical materials deposited in Presidential libraries.

(1) Re-reviews documents previously withdrawn under agency promulgated guidelines and at the direction of agency heads when required by prior decisions, whenever changes in guidelines occur, or when an ad hoc decision is made by an appropriate authority on a category of information.

(2) Plans and coordinates procedures for handling mandatory review requests for documents previously withdrawn.

(3) Plans, develops, and coordinates the implementation of programs using manual and automated data processing techniques for the control of documents containing information requiring national security protection beyond 20 years; acts as liaison with the Office of the Executive Director on ADP service support; and prepares periodic reports required by ISOO, agency heads, and custodial units, or as otherwise requested by division directors.

(4) Advises, assists, and coordinates efforts by Office of the National Archives division directors, Federal archives and records center directors, and Presidential library directors in meeting the requirements for a timely review of national security classified records and documents under the Freedom of Information Act.

(5) Maintains liaison and coordinates programs with representatives of other Federal agencies assisting NARS in these special declassification programs.

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